

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: **October 3, 2016**
Presenter: **Luana C. Gibbs, Interim Health Director**
Attachment: **No**

ITEM TITLE: **Appointments to Hyde County Board of Health**

SUMMARY: At the quarterly meeting held on September 20, 2016 the Hyde County Board of Health recommended the re-appointment of the following individuals for three year terms of office:

- | | |
|------------------------------|---|
| 1. Tynia Harris | 2 nd year term, expiring 6/2018 |
| 2. Randy Clayton, Vice Chair | 2 nd year term, expiring 1/2019 |
| 3. Randy Hignite, Chair | 3 rd year term, expiring 10/2019 |
| 4. Cheryl Ballance | 3 rd year term, expiring 10/2019 |

RECOMMEND: APPROVE THE THREE YEAR RE-APPOINTMENTS OF TYNIA HARRIS, RANDY CLAYTON, RANDY HIGNITE, AND CHERYL BALLANCE.

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: **October 3, 2016**
Presenter: **Kris Cahoon Noble**
Attachment: **No**

ITEM TITLE: **OCRACOCKE BOARD OF ADJUSTMENT APPOINTMENTS**

SUMMARY: According to the Ocracoke Development Ordinance Sec. 36-204 (c), "The Board of Adjustment shall consist of five regular members and two alternates."

Commissioner Fletcher recommends the following appointments:

Regular Members:

James Johnson
Aaron Caswell
Wayne Clark
Joseph Ramunni
Daniel Wroblewski

Alternate Members:

Marty Baumgaertel*
John Giagu

*Marty Baumgaertel has resigned from the Board of Adjustments. Commissioner Fletcher recommends filling the vacant seat with Dylan Bennick.

RECOMMEND: Approve regular and alternate members per Commissioner Fletcher's recommendation. Approve Dylan Bennick to replace Marty Baumgaertel as an alternate member.

Motion Made By: ___ Barry Swind
 ___ Dick Tunnell
 ___ Anson Byrd
 ___ John Fletcher
 ___ Earl Pugh, Jr.

Motion Seconded By: ___ Barry Swindell
 ___ Dick Tunnell
 ___ Anson Byrd
 ___ John Fletcher
 ___ Earl Pugh, Jr.

Vote: ___ Barry Swindell
 ___ Dick Tunnell
 ___ Anson Byrd
 ___ John Fletcher
 ___ Earl Pugh, Jr.

Ocracoke Development Ordinance Board of Adjustments

7 members with 1, 2, 3 year terms

Scheduled Meetings: _____

| | <u>Appointed</u> | <u>Term</u> | <u>Expires</u> | <u>Re-Appointed</u> |
|---|---|-------------|--------------------------|---------------------|
| James (Jake) Johnson P.O. Box 1161 Ocracoke, NC 27960 252-588-0051 jbison@yahoo.com | 01/04/2016 | 3 yrs. | 01/04/2019 | |
| Aaron Caswell P.O. Box 161 Ocracoke, NC 27960 252-921-0344 | 06/06/2016 | 3 yrs. | 06/06/2019 | |
| Wayne Clark P.O. Box 848 Ocracoke, NC 27960 252-921-0055 hwclark@edwardsfocracoke.com | 12/07/2015 | 3 yrs. | 12/07/2018 | |
| Joseph C. Ramunni, III P.O. Box 1544 Ocracoke, NC 27960 330-402-0072 josephramunni@gmail.com | 07/05/2016 | 2 yrs. | 07/05/2018 | |
| John Giagu Ocracoke, NC 27960 252-588-2053 giagu@embarqmail.com | 06/06/2016 (complete term of Daphne Bennick - 2016-2018) | 2 yrs. | 01/14/2018 | |
| Daniel R. Wrobleski P.O. Box 1361 Ocracoke, NC 27960 252-588-2120 | 07/05/2016 | 1 yr. | 07/05/2017 | |
| Marty Baumgaertel P.O. Box 911 Ocracoke, NC 27960 252-921-0010 | 02/01/2016 | 1 yr. | 02/01/2017 (resigned) | |

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: **October 3, 2016**
Presenter: **Commissioner John Fletcher**
Attachment: **Yes**

ITEM TITLE: **APPOINTMENT – ODO PLANNING ADVISORY BOARD**

SUMMARY: Board member John Simpson has resigned his position on the Ocracoke Development Ordinance Board.

Commissioner Fletcher recommends Albert O’Neal to complete the term of John Simpson.

RECOMMEND: Approve appointment.

Motion Made By: ___ Earl Pugh, Jr.
 ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher

Motion Seconded By: ___ Earl Pugh, Jr.
 ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher

Vote: ___ Earl Pugh, Jr.
 ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher

Ocracoke Development Ordinance Planning Advisory Board

7 members w/ 3 year terms

Scheduled Meetings:

2nd Thursday (monthly)

| | <u>Appointed</u> | <u>Term</u> | <u>Expires</u> | <u>Appointed</u> | <u>Term</u> | <u>Expires</u> |
|--|---|-------------|----------------|------------------|-------------|---------------------------------|
| Archie (Corkey) P. Pentz, Chairman P.O. Box 116 Ocracoke, NC 27960 252-928-3111 | 03/04/2013 (to complete 3 year term of Bill Rich) | | 06/30/2014 | 2014 | 3 yrs. | 03/01/2017 |
| John Simpson Ocracoke, NC 27960 252-928-3781 | 06/06/2016 (to complete unexpired term of Benji Arden) | | | | | 03/01/2017 resigned 10-03-16 |
| Ashley Harrell P.O. Box 425 Ocracoke, NC 27960 252-258-7059 | 06/06/2016 (to complete unexpired term of Amy Srail Johnson) | | | | | 03/01/2017 |
| Amy Srail Johnson Ocracoke, NC 27960 | 03/21/2011 (resigned) | 3 yrs. | 06/30/2014 | 2014 | 3 yrs. | 03/01/2017 |
| Farris O'Neal Ocracoke, NX 27960 252-588-0193 | (replace Butch Bryan) | | | 06/06/2016 | 3 yrs. | 06/06/2019 |
| Steve Wilson Ocracoke, NC 27960 252-588-0450 | (replace Jerry Midgett) | | | 06/06/2016 | 3 yrs. | 06/06/2019 |
| Thomas Payne P.O. Box 1599 Ocracoke, NC 27960 252-928-2776 | 06/03/2013 | | | 06/06/2016 | 3 yrs. | 06/06/2019 |
| Vince O'Neal Ocracoke, NC 27960 252-928-5951 | 06/16/2016 | 3 yrs. | 06/06/2019 | | | |

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: October 3, 2016
Presenter: Luana C. Gibbs
Attachment: No

ITEM TITLE: Pay Home Health Nurses Longevity Pay

SUMMARY: At the September 20, 2016 Board of Health meeting, the Board voted for consideration of the Commissioners to pay the 2 Hydeland Registered Nurses their Longevity checks for December 2016. The Hydeland Home Care is being sold effective November 1, so the Nurses will not be employed by Hyde County effective December 1; however they have provided remarkable service to the County for 14 and 17 years. Their employment is being terminated 1 month prior to Longevity requirement.

RECOMMEND:

1. APPROVAL TO PAY HYDELAND NURSES LONGEVITY.

Motion Made By: ☐ Earl Pugh, Jr.
☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher

Motion Seconded By: ☐ Earl Pugh, Jr.
☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher

Vote: ☐ Earl Pugh, Jr.
☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: **October 3, 2016**
Presenter: **Kris Cahoon Noble**
Attachment: **Yes**

ITEM TITLE: **CDBG – COMMERCE FELLOWS APPROVAL OF PROGRAM
POLICIES**

SUMMARY: Hyde County has accepted a Grant Agreement and Funding Approval to participate in the CDBG Commerce Fellows Training Grant. In order to meet CDBG requirements, the Hyde County Board of Commissioners is required to approve the following:

1. Project Budget Ordinance
2. Financial Management Resolution
3. Section 3 Plan, Local Economic Benefit for Low and Very Low
Income Persons Plan
4. Equal Employment and Procurement Plan/Policy
5. Fair Housing Plan
6. Citizen Participation Plan
7. Anti-Displacement Plan
8. Environmental Review Record for Exempt Projects

RECOMMEND: Approve Blanket Resolution approving all plans listed above.

Motion Made By: ☐ Barry Swind
 ☐ Dick Tunnell
 ☐ Anson Byrd
 ☐ John Fletcher
 ☐ Earl Pugh, Jr.

Motion Seconded By: ☐ Barry Swindell
 ☐ Dick Tunnell
 ☐ Anson Byrd
 ☐ John Fletcher
 ☐ Earl Pugh, Jr.

Vote: ☐ Barry Swindell
 ☐ Dick Tunnell
 ☐ Anson Byrd
 ☐ John Fletcher
 ☐ Earl Pugh, Jr.

HYDE COUNTY CDBG COMMERCE FELLOWS PROJECT
Resolution Approving Administrative Guidelines and Policies

WHEREAS, Hyde County wishes to carry out its CDBG Commerce Fellows Project in accordance with established local, state and federal administrative guidelines.

NOW, THEREFORE, the Hyde County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the Hyde County CDBG NC Tomorrow Project:

1. Project Budget Ordinance
2. Financial Management Resolution
3. Section 3 Plan, Local Economic Benefit for Low and Very Low Income Persons Plan
4. Equal Employment and Procurement Plan/Policy
5. Fair Housing Plan
6. Citizen Participation Plan
7. Anti-Displacement Plan
8. Environmental Review Record for Exempt Projects

Adopted this 3rd day of October 2016.

Earl Pugh Jr., Chair
Hyde County Board of Commissioners

ATTEST:

Lois Stotesberry, Clerk to the Board

**HYDE COUNTY 2016 COMMERCE FELLOWS CAPACITY BUILDING
PROJECT BUDGET ORDINANCE**

**AN ORDINANCE ESTABLISHING A PROJECT BUDGET FOR HYDE COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT
COMMERCE FELLOWS CAPACITY BUILDING – CDBG NO. 04-D-2709**

WHEREAS, Hyde County is participating in the Community Development Block Grant Program under the Housing Act of 1974, as amended, administered by the North Carolina Department of Commerce; and

WHEREAS, Hyde County has been allocated a CDBG 2016 Commerce Fellows CDBG Grant in the amount of \$50,000 under Title I of the Housing and Community Development Act of 1974 for improvements to perform Economic Development Planning Activities ; and

WHEREAS, Hyde County now desires to establish a project budget to account for the disposition of these funds:

NOW, THEREFORE, BE IT ORDAINED BY THE HYDE COUNTY BOARD OF COMMISSIONERS, PURSUANT TO SECTION 13.2 OF CHAPTER 159 OF THE GENERAL STATUTES OF NORTH CAROLINA, THE FOLLOWING GRANT PROJECT BUDGET ORDINANCE IS HEREBY ADOPTED:

Section 1. A project budget shall be established for the CDBG 2016 Commerce Fellows Capacity Building Project #04-D-2709.

Section 2. Revenues for this project shall be:

| | |
|---|-------------|
| <u>Total Revenue</u> CDBG 2016 Commerce Fellows Project | \$50,000.00 |
|---|-------------|

| | |
|--|--------------------|
| <u>Section 3.</u> Projected expenditures for this project shall be: | |
| Planning | \$41,500.00 |
| Administration | \$8,500.00 |
| TOTAL | \$50,000.00 |

| | |
|---------------------------------|-------------|
| <u>TOTAL GRANT EXPENDITURES</u> | \$50,000.00 |
|---------------------------------|-------------|

Section 4. This Ordinance shall remain in effect until the completion of the CDBG 2016 Commerce Fellows Capacity Building Project #04-D-2709.

Section 5. The Grant Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the North Carolina Department of Commerce required by the grant agreements(s) and federal and state regulations.

Section 6. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the North Carolina Department of Commerce in an orderly and timely manner.

Section 7. The Grant Finance Officer is directed to report quarterly on the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. Copies of this grant project ordinance shall be made available to the Grant Finance Officer for direction in carrying out this project.

Adopted this the 3rd day of October, 2016.

Earl Pugh, Jr., Chairman

ATTEST:

County Clerk to the Board

HYDE COUNTY CDBG NC COMMERCE FELLOWS PROJECT
Financial Management Resolution

WHEREAS, Hyde County has received a CDBG – NC Commerce Fellows Grant in the amount of \$50,000,

NOW, THEREFORE, the Hyde County Board of Commissioners resolves the following:

- (1) Corrinne Gibbs, Finance Director, will serve as Grant Finance Officer, and will be responsible for financial management of the program according to the requirements of the North Carolina Administrative Code and North Carolina General Statute requirements.
- (2) Yadkin Bank, in Swan Quarter, NC is hereby designated as the official depository for revenues budgeted for the Commerce Fellows Program.

Adopted this 3rd day of October 2016.

Earl Pugh, Jr., Chair
Hyde County Board of Commissioners

ATTEST:

Clerk to the Board

HYDE COUNTY

FY2016 COMMUNITY DEVELOPMENT BLOCK GRANT COMMERCE FELLOWS GRANT PROGRAM

LOCAL ECONOMIC BENEFIT FOR LOW AND VERY LOW INCOME PERSONS PLAN

To insure that to the greatest extent possible contracts for work are awarded to business concerns located in or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, Hyde county (hereinafter called the county) has developed and hereby adopts the following Section 3 Plan:

1. This Section 3 Plan shall apply to services needed in connection with the FY2016 CDBG-COMMERCE FELLOWS grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.
2. The Section 3 project area for the purpose of the FY2016 CDBG-COMMERCE FELLOWS program shall include all of Hyde County.
3. When in need of a service, the county will identify suppliers, contractors, or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and the Small Business Administration local offices. Word of mouth recommendations shall also be used as a source. Where deemed necessary, listings from any agency noted above shall be distributed to prime contractors as potential sources of subcontractors and suppliers.
4. The county will include required section 3 clauses in all contracts executed under this FY2016 CDBG-COMMERCE FELLOWS program. Where deemed necessary, listings from any agency noted in No. 3 above shall be included as well as sources of subcontracts and suppliers.
5. The prime contractor selected for major public works construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the project. Should a need exist to hire any additional personnel the Hyde County Employment Security Commission shall be notified and referred to the contractor.
6. Each housing rehabilitation, demolition, and replacement housing contractor shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.
7. All jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; all contracts will be listed with the North Carolina Division of Purchase and Contracts; potential employees

and businesses may seek development and training assistance through various state and local agencies.

8. Early in the project, prior to any contracting, major purchases or hiring, the county will develop a listing of jobs, supplies and contracts likely to be utilized during the project. The county will advertise in a local newspaper. The advertisement will be placed prominently in the newspaper as a display ad and contain the following information:

- a.) A brief description of the project.
- b.) A listing of jobs, contracts, and supplies likely to be utilized in carrying out the project.
- c.) An acknowledgement that under Section 3 of the Housing and Community Development Act, local persons and businesses will be utilized for jobs, contracts, and supplies in carrying out the FY2016 CDBG-COMMERCE FELLOWS project to the greatest extent feasible.

Adopted this 3rd day of October 2016.

Earl Pugh Jr., Chairman

Hyde County Board of Commissioners

Attest:

Lois Stotesberry, Clerk to the Board

HYDE COUNTY

2016 COMMUNITY DEVELOPMENT BLOCK GRANT COMMERCE FELLOWS GRANT PROGRAM

EQUAL EMPLOYMENT AND PROCUREMENT POLICY

A. GENERAL EQUAL EMPLOYMENT AND PROCUREMENT POLICY

Hyde County maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the county prohibits any retaliatory action of any kind taken by any employee of the county against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The county shall strive for greater utilization of all persons by identifying previously underutilized groups in the work force, such as minorities, women, and the handicapped, and by making special efforts toward their recruitment, selection, development, upward mobility, and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the County Manager and/or other persons designated by the Hyde County Board of Commissioners to assist in the implementation of this policy statement.

The county shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of equal employment opportunity and affirmative action will be presented to the Hyde County Board of Commissioners by the County Manager.

The county is committed to this policy and is aware that with its implementation the county will receive positive benefits through the greater utilization and development of all its human resources.

B. PROCUREMENT POLICY FOR FEDERAL GRANT PROGRAMS

All procurement of goods and services by Hyde County with CDBG COMMERCE FELLOWS grant funds shall be accomplished in accordance with the regulations of either Section 85.36 of 24CFR85, "Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments," or the North Carolina General Statutes applying to procurement in general by North Carolina municipalities/counties.

When the federal and state regulations are different, the more restrictive regulations shall apply to the procurement in question. Additionally, the county will adhere to the following guidelines during procurement of goods and services with federal funds:

1. In all cases where goods or services are procured on the basis of one bid or proposal received, the county will follow established principles included in OMB Circular A-87 to verify the reasonable cost of the procurement, and shall contact the state agency supervising the grant program before making any contract award on the basis on non-competitive negotiation.
2. Disadvantaged, women-owned, and minority-owned enterprises shall be included on bidders' or professional services' lists maintained by the county, and such firm(s) shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for goods and services.
3. The county shall develop a written statement of work for each service to be awarded on the basis of competitive negotiation, which shall include descriptions of tasks to be completed, project timetables, and an outline of fee proposal requirements. The statement of work shall also include a written selection procedure. All competitive negotiations shall be awarded strictly on the basis of written selection procedures, and cost shall not be the sole or more important factor in selection of services through the use of competitive negotiation.
4. Prior to any contract award, the county shall verify the contractor's eligibility to participate in a federally-assisted program.
5. No consultant or bidder shall assist in evaluation of proposals or bid packages for contracts in which that consultant or bidder has an indirect or direct

interest. The county shall adhere to all applicable federal and state conflict of interest regulations in making contract awards.

6. The county shall request references, or check references, of contractors or firms who are awarded contracts with federal grant funds, and will request a written warranty for all goods and services provided through small purchase requests.
7. The county shall not award any contracts for federally-assisted projects on a contingency or cost plus percentage of cost basis.

Adopted this 3rd day of October, 2016.

Earl Pugh, Jr.,
Chairman Hyde County Board of Commissioners

ATTEST:

Lois Stotesberry, Clerk to the Board

Recipient's Plan to Further Fair Housing

Hyde County
Recipient

04-D-2709
Grant Number

Kris Noble, Assistant County Manager
Contact Person

(252) 926-4178
Telephone Number

- I. Indicate if the grantee will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.

First Time _____

Past Time X

- II. Identify and analyze obstacles to affirmatively furthering fair housing in grantees community (use additional pages if necessary).

1. Citizens of Hyde County may not be aware of current federal and state fair housing law or what constitutes an unfair housing practice.
2. Local housing-related businesses may not be aware of their responsibilities to comply with provisions of fair housing law; or may not be aware of opportunities to participate in agreements to affirmatively furthering fair housing.
3. Low income families may not be aware of housing assistance available in Hyde County.
4. Citizens and housing-related businesses may be unaware of recent major changes in the Title VIII requirement included in the Fair Housing Amendments Act of 1988.

- III. Briefly describe the activities that the grantee will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule for implementation of these activities must be included. Activities must be scheduled for implementation on at least a quarterly basis. (Use additional pages if necessary.)

1. Hyde County will adopt an updated fair housing policy to provide necessary changes to comply with recent major changes in the Title VIII requirements included in the Fair Housing Amendments Act of 1988. (October 2016)

2. Hyde County will contact local realtors, financial institutions, and housing-related agencies and forward them pamphlets and posters (distributed by the NC Human Relations Commission) outlining fair housing requirements. (October - December 2016)
3. Hyde County will post a notice outlining its fair housing complaint procedure, fair housing posters and fair housing brochures in county building office. (October - December 2016)
6. Hyde County will post the article outlining changes in the fair housing requirements brought about by the Fair Housing Amendments Act of 1988 on its website. (October - December 2016)

IV. Will the above activities apply to the total municipality or county?

Yes X No If no, provide explanation.

V. Describe the grantee's method for receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under CDBG grant. Include a description of how the grantee informs the public about the complaint procedure.

The county has adopted a complaint procedure (included in its Fair Housing Policy) under which the County Manager receives housing discrimination complaints and refers them to the N. C. Human Relations Commission for review. The County will post the complaint review procedure in the county building.

The County does not currently have a TDD number; however, if any individual wishing such assistance may call 1-800-735-2962, the state number for TDD assistance.

APPROVED BY:

Earl Pugh, Jr., Chairman

Date

CITIZEN PARTICIPATION PLAN

This plan describes how the Hyde County will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. The plan provides for, and encourages, citizen participation and which emphasizes participation by persons of low- or moderate-income, particularly residents of predominantly low- and moderate-income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be two (2) general mechanisms for their involvement:

1. To attend or hold public hearings or community meetings; and
2. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated County official.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the County. The County will be asked to review and comment on specific guidelines for approved project. They will also meet to review any program amendments, budget revisions and program modifications. All such changes will be discussed with the County and their comments considered prior to taking action. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held specifically on the amendment.

PROGRAM ASSESSMENT

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to County Manager, P.O. Box 188, Swan Quarter, NC 27885-0188. He will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to Chairman of the Board of Commissioners, Hyde County. He shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to North Carolina Department of Commerce, Commerce Finance Center, 4318 Mail Service Center, Raleigh, North Carolina 27699-4318, Attention: Program Representative, requesting an investigation of the problem. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints.

The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request to Hyde County. Such assistance will support citizen efforts to develop proposals, define policy and organize for the implementation of the program. It is expected that such assistance will be provided directly to the County in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue or other short-term efforts.

PUBLIC INFORMATION

Hyde County will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location and topics to be considered. These notices will also be made available in the form of press releases, as a public service announcement to local radion stations and will be provided to churches within the target area of distribution.
2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activitites; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions and contracting procedures.
3. A Public File containing program documentation will be available for review at the Hyde County offices, during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan and the Annual Performance Report. Other program documents are also available for citizen review on request at the Hyde County offices consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.
4. Public Hearings an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

ADOPTED, this the 3rd day of October 2016.

Hyde County Chief Elected Official

Clerk to the Board

Anti-Displacement and Relocation Plan

COUNTY OF HYDE RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN UNDER SECTION 104(d) OF THE HOUSING & COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED

WHEREAS, the County of Hyde has been awarded Community Development Block Grant funds:

WHEREAS, the County is required to adopt a Residential Anti-Displacement and Relocation Assistance Plan;

WHEREAS, the purpose of this plan is to minimize residential displacement and to provide relocation assistance to displaced residents in a timely manner;

NOW, THEREFORE, BE IT RESOLVED that the following constitutes the Residential Anti-Displacement and Relocation Assistance Plan for the County of Hyde:

The County of Hyde will replace all occupied or vacant and occupiable low/moderate income dwelling units demolished or converted to a use other than low/moderate income housing as a direct result of activities assisted with funds provided under the Housing & Community Development Act of 1974, as amended, as described in 24 CFR 570.606 (b) (1).

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the County will make public the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate income dwelling unit for at least 10 years from the date of initial occupancy.

The County of Hyde will provide relocation assistance, as described in 570.606 (b) (2), to each low/moderate income household displaced by demolition of housing or by the conversion of a low/moderate income dwelling to another use as a direct result of assisted activities.

This 3rd day of October 2016.

Chair

**North Carolina Department of Commerce
Small Cities Community Development Block Grant Program (CDBG)**

**Environmental Review Record at the Community Level for
Exempt and CENST Projects**

| | | | |
|--|-----------------------------|--|--|
| 1. Grantee (Responsible Entity) Name [24 CFR 58.2] : Hyde County | | 2. Grant Number: 04-D-2709 | |
| 3. Responsible Entity Mailing Address: P.O. Box 188, Swan Quarter, NC 27885-0188 | | 4. Project Name and Location (City and County): Commerce Fellows Training Program, Swan Quarter, Hyde County | |
| 5. Local Government Project Representative Name: Kris Noble Title: Assistant County Manager | | Email: knoble@hydecountync.gov Telephone: (252) 926-4178 | |
| 6. Preparer Contact Information Name/Title/Organization: Kris Noble, Assistant County Manager, Hyde County Address: P.O. Box 188 City/State/ZIP: Swan Quarter, NC 27885 | | Phone: (252) 926-4178 E-mail: knoble@hydecountync.gov Date: 10/03/2016 Signature: | |
| 7. Responsible Entity Certifying Officer [24 CFR 58.2] Name: Earl Pugh Jr. Title: Chairman, Hyde County Board of Commissioners | | Date: 10/03/2016 Signature: | |
| 8. Grant Category: Planning | | 9. Checklists Included: <input checked="" type="checkbox"/> Exempt [24 CFR 58.34] <input type="checkbox"/> Categorical excluded (not subject to 58.5) [24 CFR 58.35(a)] | |
| 10. Project Activities: | CDBG Funds Budgeted: | Other Funds Budgeted: | |
| Planning | \$41,500 | | |
| Administration | \$8,500 | | |
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| | | | |
| Total: | \$50,000 | | |
| 11. Project Description: (Briefly describe the project. Include all contemplated actions which logically are either geographically or functionally a composite part of the project, regardless of the source of funding. [24 CFR 58.32] , 40 CFR 1508.25). Please include a project map. If the project is occurring in multiple places, identify all sites and provide addresses. Please provide labeled photos of all project sites. Develop sustainable strategic plan that will provide data and identify strategies and sustainable practices within the region that will lead to strong sustainable communities within the region. | | | |
| 12. Additional Studies Performed, if any (<i>Attach studies or summaries</i>): | | | |

DETERMINATION OF EXEMPTION [24 CFR 58.34]

Responsible Entity Name Hyde County

Project Name: Commerce Fellows

Grant Number: 04-D-2709

Except for the applicable requirements of § 58.6, the responsible entity does not have to comply with the requirements of this part or undertake any environmental review, consultation or other action under NEPA and the other provisions of law or authorities cited in § 58.5 for the activities exempt by this section or projects consisting solely of the exempt activities listed in 24 CFR 58.34 (a). In accordance with 24 CFR 58.34 (b), no further approval from HUD or the State is necessary for the drawdown of funds to implement these activities. However, the responsible entity must still document in writing its compliance with and/or applicability of the "other requirements" listed at § 58.6 and the Environmental Review Record (ERR) must contain a well organized written record of the process and determinations made under this section.

- ☒ (1) Environmental and other studies, resource identification and the development of plans and strategies;
- ☐ (2) Information and financial services;
- ☒ (3) Administrative and management activities;
- ☐ (4) Public services that will not have a physical impact or result in any physical change, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
- ☐ (5) Inspections and testing of properties for hazard or defects;
- ☐ (6) Purchase of insurance;
- ☐ (7) Purchase of tools;
- ☐ (8) Engineering or design cost;
- ☐ (9) Technical assistance and training;
- ☐ (10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair or restoration activities necessary only to control or arrest the effects from disasters, imminent threats or physical deterioration;
- ☐ (11) Payment of principal and interest on loans made or obligations guaranteed by HUD;
- ☐ (12) Any of the categorical exclusions listed in 58.35(a) provided that there are not circumstances which require compliance with any other federal laws and authorities cited in 58.5.

I hereby certify that the activities selected above comprising the Commerce Fellows Program have been reviewed and determined exempt per 24 CFR 58.34(a):

Earl Pugh Jr., Chairman Hyde County Board of Commissioners

Responsible Entity Certifying Official Name and Title (Please Print)

10/03/2016

Responsible Entity Certifying Official Signature and Date

CATEGORICAL EXCLUSION (Not Subject to 58.5) [24 CFR 58.35 (b)]

Responsible Entity Name: Hyde County
Project Name: Commerce Fellows
Grant Number: 04-D-2709

HUD has determined that the following categorically excluded activities would not alter any conditions that would require a review or compliance determination under the Federal laws and authorities cited in § 58.5. When the following kinds of activities are undertaken, following the award of the assistance, the responsible entity does not have to publish a NOI/RROF or execute a certification and the recipient does not have to submit a RROF to the State except in the circumstances requiring NEPA review. The recipient remains responsible for carrying out any applicable requirements under § 58.6 and the Environmental Review Record (ERR) must contain a well organized written record of the process and determinations made under this section.

☐ (1) Tenant-based rental assistance

☐ (2) Supportive services including, but not limited to, health care, housing services, permanent housing placement, daycare, nutritional services, short term payments for rent/mortgage/utility cost and assistance in gaining access to local, state, federal government benefits and services

☐ (3) Operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs;

☐ (4) Economic development activities including but not limited to equipment purchases, inventory financing, interest subsidy, operating expenses and similar cost not associated with construction or expansion of existing operations

☐ (5) Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction, including closing costs and down payment assistance, interest buydowns, and similar activities that result in the transfer of title

☐ (6) Affordable housing predevelopment construction including legal, consulting, developer and other cost related to obtaining site options project financing administrative cost and fees for loan commitments, zoning approvals, and other related activities, which do not have a physical impact.

☐ (7) Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under this part, if the approval is made by the same responsible entity that conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under § 58.47

I hereby certify that the activities selected above comprising Commerce Fellows Program have been reviewed and determined to be categorically excluded per 24 CFR 58.35 (b):

Earl Pugh Jr., Chairman Hyde County Board of Commissioners
Responsible Entity Certifying Official Name and Title (Please Print)

_____, 10/03/2016
Responsible Entity Certifying Official Signature and Date

COMPLIANCE DOCUMENTATION CHECKLIST [24 CFR Part 58.6]

Responsible Entity Name: Hyde County
Project Name: Commerce Fellows
Grant Number: 04-D-2709

The Environmental Review Record (ERR) must contain a well organized written record of the process and determinations made under this section.

The Flood Disaster Protection Act of 1973

1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard Area as designated on a current FEMA Flood Map?

☒ No - Source Documentation: Identify and attach the FEMA flood map used to make your finding.

☐ Yes - Continue to Question 2.

2. Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

☐ Yes - Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration is to be obtained as a condition of the approval of financial assistance to the property owner and must be in file.

☐ No - Federal assistance may not be used in the Special Flood Hazards Area unless the community is participating in the National Flood Insurance Program.

The Coastal Barrier Resources Act

1. Is the project located in a coastal barrier resource area?

☐ Not Applicable - Non-Coastal County (attach source documentation)

☒ No - Coastal counties must identify and attach the source documentation:

☐ Yes - **Federal assistance may not be used in such an area.**

Runway Clear Zones and Clear Zones

1. Is the project located within 3,000 feet from the end of the runway at a civil airport? Is the project located within 2.5 miles from the end a runway at a military airfield?

☒ No - Attach Source Documentation:

☐ Yes - Continue to Question 2.

2. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone?

☐ No - Attach Source Documentation: (Project complies with 24 CFR 51.303[a] [3]).

☐ Yes - A disclosure statement must be **provided** to buyer and a copy of the signed disclosure must be maintained in this Environmental Review Record

In all cases involving HUD assistance, subsidy, or insurance for the purchase or sale of an existing property in a runway Clear Zone or Clear Zone, the responsible entity shall advise the buyer that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at later date, be acquired by the airport. The buyer must sign a statement acknowledging receipt of this information.

Earl Pugh Jr., Chairman Hyde County Board of Commissioners

Responsible Entity Certifying Official Name and Title (Please Print)

10/03/2016

Responsible Entity Certifying Official Signature and Date

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: **October 3, 2016**
Presenter: **Bill Rich, County Manager**
Attachment: **No**

ITEM TITLE: **PROPOSED DISTRIBUTION FROM HOME HEALTH**

SUMMARY: Manager Rich will discuss the proposed distribution of funds from sale of Hydeland Home Health:

- Net cash proceeds from sale plus one jeep – General Fund/County
- Escrow balance plus one jeep – Hyde County Health Department

RECOMMEND: Distribution.

Motion Made By: ___ Earl Pugh, Jr.
 ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher

Motion Seconded By: ___ Earl Pugh, Jr.
 ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher

Vote: ___ Earl Pugh, Jr.
 ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: **October 3, 2016**
Presenter: **Commissioner Fletcher**
Attachment: **No**

ITEM TITLE: **COMMISSIONER CONCERNS**

SUMMARY: **a. Shoulder Season**
 b. Negative Growth

RECOMMEND: Discussion.

Motion Made By: ___ Earl Pugh, Jr.
 ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher

Motion Seconded By: ___ Earl Pugh, Jr.
 ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher

Vote: ___ Earl Pugh, Jr.
 ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: **October 3, 2016**
Presenter: **Manager Bill Rich**
Attachment: **Yes**

ITEM TITLE: **BUDGET MATTERS**

SUMMARY: Departmental budget revisions and amendments will be presented for Board discussion and approval.

Administration

- a.** Swan Quarter Dike
- b.** Revaluation

Health

- a.** BR9-17 – Adult & PC

RECOMMEND: Discussion and approve budget revisions and amendments.

Motion Made By: ___ Earl Pugh, Jr.
 ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher

Motion Seconded By: ___ Earl Pugh, Jr.
 ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher

Vote: ___ Earl Pugh, Jr.
 ___ Barry Swindell
 ___ Dick Tunnell
 ___ Ben Simmons
 ___ John Fletcher

**HYDE COUNTY BOARD OF COMMISSIONERS
2016 2017 BUDGET REVISIONS**

**MEETING DATE
10/03/2016**

"+" EXP BUDGET "-" EXP BUDGET
"-" REV BUDGET "+" REV BUDGET

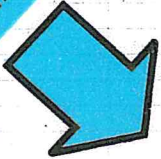
| (FO USE) | BR# | IDT# | DEPARTMENT | ACCOUNT # | LINE ITEM ACCOUNT NAME / EXPLANATION | DEBIT | CREDIT |
|----------|-----|------|------------|-------------|---|-------------|-------------|
| | | | SWAN | | | | |
| | | | QUARTER | | | | |
| | | | DIKE | 726929.0045 | SERVICES AND MAINTENANCE | \$ 5,000.00 | |
| | | | | 723010.9100 | CURRENT TAXES | | \$ 5,000.00 |

INCREASED BUDGET TO PAY FOR
DIKE EXPENSES

DOES INCREASE SWAN QUARTER
DIKE FUND BUDGET

\$ -

**SIGN
HERE**



REQUESTED BY _____ DATE ____/____/____

APPROVED BY *[Signature]*
(CO MGR) (BD CHAIR) (CLERK)

APPROVAL DATE ____/____/____

ENTERED IN SYSTEM _____ DATE ____/____/____
(FINANCE OFFICER)

HYDE COUNTY BOARD OF COMMISSIONERS
2016 2017 BUDGET REVISIONS

MEETING DATE
10/03/2016

"+" EXP BUDGET "-" EXP BUDGET
"-" REV BUDGET "+" REV BUDGET

| (FO,USE) BR# | IDT# | DEPARTMENT REVALUATION | ACCOUNT # 706800.0045 703280.0000 | LINE ITEM ACCOUNT NAME / EXPLANATION REVALUATION APPROP FROM GENERAL FUND | DEBIT \$ 100,000.00 | CREDIT \$ 100,000.00 |
|-----------------|------|---------------------------|---|--|------------------------|-------------------------|
| | | | | INCREASED BUDGET TO PAY FOR REVALUATION | | |
| | | | | DOES INCREASE REVALUATION FUND BUDGET | | |

**SIGN
HERE**

REQUESTED BY _____ DATE ____ / ____ / ____

APPROVED BY Bill Rie
(CO MGR) (BD CHAIR) (CLERK)

APPROVAL DATE ____ / ____ / ____

ENTERED IN SYSTEM _____ DATE ____ / ____ / ____
(FINANCE OFFICER)

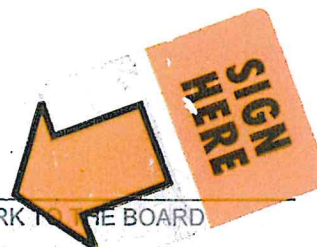
**HYDE COUNTY BOARD OF COMMISSIONERS
2011/2012 BUDGET REVISIONS**

| MEETING DATE 10/3/2016 | | | | | |
|-----------------------------|---------------------|-------------------|--|---------------------------------|----------------------------------|
| (FO USE) BR # OR IDT# | DEPARTMENT | ACCOUNT # | LINE ITEM ACCOUNT NAME / EXPLANATION | "+" EXP BUDGET "- REV BUDGET | "-" EXP BUDGET "+" REV BUDGET |
| | | | | DEBIT | CREDIT |
| 9-17 | Health - Adult & PC | 10-5890.4600 | Medical Supplies | | \$ 6,000.00 |
| | | 10-2600.0004 (10) | Escrow - Adult Health | \$ 6,000.00 | |
| | | | | \$ 6,000.00 | \$ 6,000.00 |
| | | | The is funding to purchase vaccines that are not provided by NC DPH. With the provision of primary care, it is the standard of care to provide our patients with appropriate immunizations. Vaccines will also be purchased for our children that do not qualify for free services (insured patients). Budget is increased but <i>no local appropriations are needed.</i> | | |

REQUESTED Quana Gibbs DATE 9-26-16

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE _____



Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: **October 3, 2016**
Presenter: **Citizens**
Attachment: **No**

ITEM TITLE: **PUBLIC COMMENTS**

SUMMARY: The public is invited to use this time to make comments to the County Commissioners on items discussed during this meeting and/or matters not discussed earlier in the meeting.

RECOMMEND: Receive comments.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: October 3, 2016
Presenter: Chairman, Vice-Chair, Commissioners and Manager
Attachment: No

ITEM TITLE: MANAGEMENT REPORTS

SUMMARY: This is a time for each Commissioner to give reports on their work representing the County.

Additionally, Commissioners may wish to bring up issues they wish to have followed up by the Board or by the County Manager.

The County Manager and Assistant County Manager will give an oral update on various projects and other administrative matters.

RECOMMEND: Receive reports. Discussion and possible action as necessary.

Motion Made By: ☐ Earl Pugh, Jr.
☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher

Motion Seconded By: ☐ Earl Pugh, Jr.
☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher

Vote: ☐ Earl Pugh, Jr.
☐ Barry Swindell
☐ Dick Tunnell
☐ Ben Simmons
☐ John Fletcher

Manager's Calendar (September 2016)

| | | |
|-----------|-----------|--|
| TH | 1 | Meeting with Clint-10 am; Ferry to Ocracoke - 1pm; Control Group (Hermine) Conf. Call-1:30 pm |
| F | 2 | Ocracoke Office - Control Group Meeting Hermine-11 am |
| S | 3 | Control Group Hermine - 11 am |
| S | 4 | |
| M | 5 | Labor Day Holiday |
| T | 6 | Donnie Shumate - 8 am; Ferry - 9:30 am; Meeting with Clint, Luana, Fred & Earl - 4:30 pm; Commissioner's Meeting - 6 pm |
| W | 7 | Dare Co. 911 Progress Call-10 am; Debrief Meeting-11 am; Estuarium Meeting-Washington-5 pm |
| TH | 8 | OPAB - Ferry 1 pm |
| F | 9 | Ocracoke Office OBOA-9 am |
| S | 10 | |
| S | 11 | |
| M | 12 | Dick Jacob - 12 pm; Ferry Meeting-1 pm; Ferry to SQ - 3 pm |
| T | 13 | Vacation |
| W | 14 | BHCF Meeting - 12 - 1:30 pm, Beth Wyler/Natalie Peele-1:30 pm; OCBA (attended by phone - 7 pm) |
| TH | 15 | Ribbon Cutting Ceremony-BCCC/BHM-Hyde Davis Center-2pm-5pm; Ferry 4:30 |
| F | 16 | Ocracoke Office |
| S | 17 | |
| S | 18 | |
| M | 19 | Ocracoke Office - Ocracoke Civic/Business Assoc. - 6 pm; OCBA RFP Scoping Meeting- 7 pm |
| T | 20 | Ocracoke Office - Coyote Den Loan Closing - 10 am; Scott Bradley - 1 pm |
| W | 21 | Ocracoke RFP Element/Cabanaugh NCAT - 9 am - 11 am; 12 noon to 1:30 - Value added meeting for seafood products at Pony Island |
| TH | 22 | Ocracoke |
| F | 23 | Ocracoke - RFP - Lou Hammond 9:00 am - 11:00 am; Met with Mike of Morning Glory Horse Enterprises; 3:35 Ferry to SQ |
| S | 24 | |
| S | 25 | |
| M | 26 | Carol & Martin Evans - 2 pm |
| T | 27 | Planning Board Discussion w/Kris, Earl, Jerry, Rosemary - 9 am; Jeff McDonald-10:30 am; Conference Call with Tim of Potash Corp.- 1 pm |
| W | 28 | RPO Meeting-Elizabeth City |
| TH | 29 | Miranda Dalton - Conf. Call - 1 pm; Ferry to Ocracoke - 4:30 pm |
| F | 30 | Ocracoke Office |
| | | |

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: **October 3, 2016**
Presenter: **Board of Commissioners**

ITEM TITLE: **CLOSED SESSION**

SUMMARY: The County Manager may request entering Closed Session
in accordance with **NCGS143A-318.11 (a)**

- 1) To prevent the disclosure of information that is privileged or confidential pursuant to the law.
- 2) To prevent the premature disclosure of an honorary award.
- 3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege.
- 4) To discuss matters relating to the location or expansion of industries or other businesses.
- 5) To establish or instruct the public body's staff or agent in negotiating the price or terms of a contract for the acquisition of real property by purchase; or compensation and terms of an employment contract.
- 6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.
- 7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- 8) To formulate plans by a local board of education relating to emergency response to incidents of school violence.
- 9) To discuss and take action regarding plans to protect public safety.

RECOMMEND: Enter into Closed Session if required.

| | | |
|---|---|---|
| Motion Made By: ___ Earl Pugh, Jr. (Enter) ___ Barry Swindell ___ Dick Tunnell ___ Ben Simmons ___ John Fletcher | Motion Seconded By: ___ Earl Pugh, Jr. ___ Barry Swindell ___ Dick Tunnell ___ Ben Simmons ___ John Fletcher | Vote: ___ Earl Pugh, Jr. ___ Barry Swindell ___ Dick Tunnell ___ Ben Simmons ___ John Fletcher |
|---|---|---|

| | | |
|--|---|---|
| Motion Made By: ___ Earl Pugh, Jr. (Exit) ___ Barry Swindell ___ Dick Tunnell ___ Ben Simmons ___ John Fletcher | Motion Seconded By: ___ Earl Pugh, Jr. ___ Barry Swindell ___ Dick Tunnell ___ Ben Simmons ___ John Fletcher | Vote: ___ Earl Pugh, Jr. ___ Barry Swindell ___ Dick Tunnell ___ Ben Simmons ___ John Fletcher |
|--|---|---|

Department Reports

**Child Support Services
Services and Activities Report
For the period
AUGUST 2016**

This year marks the 21st anniversary of National Child Support Awareness Month. On August 5, 1995, President William J. "Bill" Clinton proclaimed August as National Child Support Awareness Month. In his proclamation, President Clinton addressed the fact that children are the promise of our future and the guarantee that our lives will flourish long after we are gone. President Clinton also addressed the sad fact that many parents in this country do not provide for their children. Millions of children in America don't know who their father is much less receive the financial support that is needed.

President Clinton saw the need for reform in the child support system and made it a priority. His welfare reform plan included measures to improve procedures for establishing paternity and strengthen enforcement.

Our Governor, Pat McCrory signed a proclamation this year for Child Support Awareness Month. He proclaimed August 2016 as "Child Support Awareness Month" in North Carolina. He stated that in SFY2016, over \$708 million in child support was collected and there are currently 351,789 child support orders in place.

**HYDE COUNTY
CHILD SUPPORT UNIT
FY 2016-2017
STATISTICAL REPORT**

| | July | August | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | YTD Totals | FY 2015- 2016 |
|---|----------|----------|-------|------|------|------|------|------|-------|-------|-----|------|---------------|------------------|
| total caseload | 178 | 176 | | | | | | | | | | | 177 | 183 |
| ESTABLISHMENT | | | | | | | | | | | | | | |
| paternity tests performed | 0 | | | | | | | | | | | | 0 | 0 |
| ENFORCEMENT | | | | | | | | | | | | | | |
| income withholding collections | \$11,746 | \$14,519 | | | | | | | | | | | \$26,265 | \$168,534 |
| interstate collections | \$2,690 | \$1,596 | | | | | | | | | | | \$4,286 | \$22,931 |
| court collections | \$1,300 | \$600 | | | | | | | | | | | \$1,900 | \$11,588 |
| tax intercept collections | \$0 | \$714 | | | | | | | | | | | \$714 | \$22,279 |
| unemployment insurance collections | \$0 | \$0 | | | | | | | | | | | \$0 | \$450 |
| incentive collections* | \$0 | \$15 | | | | | | | | | | | \$15 | \$4,105 |
| IV-E foster care collections | \$0 | \$0 | | | | | | | | | | | \$0 | \$5,331 |
| total collections | \$20,606 | \$23,122 | | | | | | | | | | | \$43,728 | \$296,017 |
| customers serviced while in the local office | 1 | 3 | | | | | | | | | | | 4 | 45 |

*incentives consist of :TANF Share, IV-E Share, SFHF Share, Incentive, Settlement funds, Tax Intercept Fees, Paternity Test Fees, and Legal Fees

Hyde County DSS Programs
Month of August 2016

| | Requested | Approved | Denied | Assistance from other Sources |
|-----------------|-----------|----------|--------|-------------------------------|
| Fishing License | 5 | 5 | 0 | 0 |
| Christmas Cheer | N/A | N/A | N/A | N/A |
| LIEAP | 0 | 0 | 0 | 0 |

Reviews/Redetermination processed monthly
Cap cases have daily, weekly and monthly contacts

Hyde County DSS Programs
Month of August 2016

| | Active Cases | Applications Processed | Reviews/Redetermination | Other Changes |
|--|-------------------------|---------------------------|-------------------------|---------------------|
| Income Maintenance Programs | | | | |
| Medicaid | 1253 | 19 | 121 | |
| Long Term Care MAA & MAD | 35 | | | |
| Food Stamps | 493 | 16 | 67 | 24 |
| Work First | 9 | 2 | 2 | |
| Total | | | | |
| | | | | |
| | | | | |
| Medicaid Transportation Program | | | | |
| Medicaid | Transported 27 | Gas 85 | Vouchers 7 | Active Cases 211 |
| Dialysis | 0 | 0 | 0 | 0 |
| Title III | 3 | 17 | 0 | 32 |
| Total | | | | |
| | | | | |
| | | | | |
| Child Protected Services | | | | |
| | Reports 5 | Ongoing 1 | Unsubstantiated 5 | |
| | | | | |
| Adult Services (Ongoing) | | | | |
| | Active CAP Cases 11 | SA In Home 5 | | |
| | | | | |
| Crisis Intervention | | | | |
| | Applications Taken 0 | Approved 0 | Denied 0 | |
| | | | | |
| Medication Assistance | | | | |
| | Applications Taken 0 | Approved 0 | Denied 0 | |
| | | | | |
| Daycare Services | | | | |
| Cases | Mainland 1 | Ocracoke 12 | out of county 0 | |
| Children | 4 | 13 | 0 | |
| | | | | |
| | | | | |

| | |
|---|---|
| Reviews/Redetermination processed monthly | Cap cases have daily, weekly and monthly contacts |
|---|---|

Human Resources Dept. Report – September 2016:

- Verified information for vacation/sick leave for employees
- Completed monthly payroll
- Completed and processed monthly vouchers to pay employees' insurances, tax garnishments, child support payments, retirement, etc.
- Daily Tasks - Assisted employees as necessary concerning hours worked, salary, insurance, benefits, retirement, deposit changes, etc.
- Enrolled two full-time employees
- Generated a Human Resources employee newsletter
- Assisted the Senior Center Director with advertising and interviews for the Nutrition Site Manager and Activity Director
- Compiled and completed the School of Government's County Salary Survey
- Updated two FMLA reports and generated one new report
- Compiled and sent information to Traveler's Insurance for the Worker's Compensation Audit
- Compiled and sent information for the County's Finance Audit

Respectively submitted,

Tammy Blake

Public Health and Home Health Monthly Summary Report – August 2016

| CLINICAL SERVICES | Current Month | Year To Date |
|--|---------------|--------------|
| Family Planning | 19 | 28 |
| Maternal Health | 18 | 25 |
| Adult Health: Wellness/Primary Care/Chronic Disease/Telemedicine | 38 | 72 |
| BCCCP | 4 | 5 |
| Immunizations | 6 | 12 |
| Seasonal Flu Shots/Flu Mists | | |
| Adults | | 0 |
| Children | | 0 |
| STD Treatments | 1 | 2 |
| Communicable Disease Cases/Investigations | | 0 |
| TB Treatments (Latent) & Skin Tests | 0 | 8 |
| Child Health (Wellness) | 32 | 36 |
| Child Health (Sick Care) | 4 | 14 |
| Rabies Treatments/Investigations** | | 1 |
| Dental Varnishing | | 0 |
| Lab Services | 55 | 75 |
| WIC (Women, Infant & Child Nutrition Assistance) | | |
| WIC – Mainland | | |
| Certifications | 26 | 31 |
| Mid-Certification Assessments | 9 | 11 |
| Pick-ups | 20 | 30 |
| Vendor Trainings | | 0 |
| WIC – Ocracoke (Quarterly) | | 0 |
| Certifications | | 0 |
| Mid-Certification Assessments | | 0 |
| Pick-ups | | 0 |
| Vendor Trainings | | 0 |
| PREGNANCY/EARLY CHILDHOOD SERVICES | | |
| Pregnancy Care Management (for healthy pregnancies and births) | | |
| Current Case Load | 7 | 16 |
| Contacts this Month | 27 | 40 |
| Attempts (No Contact) | 2 | 6 |
| Care Coordination for Children (for healthy children 0-5 years) | | |
| Current Case Load | 9 | 16 |
| Contacts this Month | 125 | 174 |
| Attempts (No Contact) | 7 | 21 |
| Family Connects (for healthy mother/child after birth) | 10 | 13 |
| MEDICATION ASSISTANCE PROGRAM | | |
| New Patients Enrolled | 1 | 2 |
| Patients Served | 6 | 14 |
| New Requests | 1 | 2 |
| Reorder Requests | 4 | 17 |
| Medications Requested | 5 | 19 |
| Medications Received | 3 | 15 |
| Medications Delivered | 3 | 15 |
| ENVIRONMENTAL HEALTH | | |
| Food and Lodging | | |
| F&L Inspections | 6 | 13 |
| F&L Visits | 15 | 17 |
| F&L Pre-Opening Visits | | 0 |
| F&L Permits Issued | | 0 |
| F&L Permits Suspended | | 1 |
| F&L Suspensions Lifted | | 0 |
| F&L Complaint Investigations | 1 | 3 |
| F&L Consults | 22 | 25 |
| General Sanitation | | 0 |
| Vector Control | | 0 |
| Animal Control | | 0 |
| Health Education | | 1 |

| | | |
|-------------------------------------|----|----|
| On-Site Wastewater | | |
| Sites Visited/Evaluated | 17 | 17 |
| Improvement Permits Issued | 3 | 3 |
| Construction Authorizations | 9 | 9 |
| Other Authorizations | | 0 |
| Consultative Contacts | 49 | 53 |
| Operation Permits Issued | 4 | 4 |
| Migrant Housing Inspections | | 0 |
| On-Site Wells | | |
| Well Site Evaluated | | 0 |
| Grouting Inspections | 1 | 2 |
| Well Site Construction Visits | | 0 |
| Well Construction Permits Issued | | 0 |
| Well Certificate of Completion | 2 | 2 |
| Bacteriological Samples Collected | 2 | 4 |
| Other Sample Collected | 4 | 6 |
| Well Consultative Contacts | 12 | 15 |
| HYDELAND HOME CARE | | |
| Current Active Patients | 26 | |
| Home Health Medicare | 5 | |
| Home Health Medicaid | 19 | |
| Home Health Private Insurance | 2 | |
| Community Alternative Program (CAP) | 3 | |
| Homemaker | 8 | |
| Admissions | 7 | |
| Discharges | 2 | |
| Referrals Received | 8 | |
| Referrals Not Admitted | 1 | |

KBR/Vidant Grants (Physical Activity & Nutrition Programming):

- Piyo classes are being offered free-of-charge to residents since January 25th at MECHS
 - Mondays & Wednesdays at 6:30PM (OA Peay)
 - Tuesdays & Thursdays at 6:00PM (Charlie Smith Center – Belhaven)

Healthy Communities/Project Lazarus (Prescription Drug Abuse Prevention):

- Drug drop boxes have been installed in both sheriff's offices
- HCHD dispensing Naloxone to those who use opioids or their family members

Hyde Partners for Health/Project Direct LEGACY for Men:

- Advisory Committee is working towards obtaining 501 (c) 3 status; have formed workgroup to undertake process in coming months
- HCHD continues to support PDL as a community partner

Other:

- USDA Farmers Market Promotion Program Grant application for about \$200,000 was submitted in May – Will hear back in September
- HCHD staff is involved in a community garden project, which aims to support existing county community gardens

Supplemental Information

USFWS overhauls red wolf recovery



By CAROLINE HUDSON
Washington Daily News

On Monday, the U.S. Fish and Wildlife Service announced major changes to its red wolf recovery program.

USFWS will secure a captive population of the wolves, look at new sites for experimental populations and shift population protection rules to apply only to the wolves located on federal lands at the Dare County Bombing

See **WOLVES**, Page 2

WDN. 9.14.16

GREG KOCH PHOTOGRAPHY

SCALING BACK: The U.S. Fish and Wildlife Service announced its decision Monday to scale back its experimental population of red wolves in the wild.

WOLVES:

Continued from 1

Range and Alligator River National Wildlife Refuge, according to a press release.

The service hopes to complete these changes by the end of 2017.

"We believe the actions we've outlined (Monday) chart the correct path to achieve success," Cindy Dohner, southeast regional director, stated in the

release. "We need everyone's help ensure this species is around for future generations.

We're on the right road, but we have a great deal of work to do with our state partners, landowners, conservation groups and others. We are looking forward to the collective effort and everyone's engagement."

The decision follows two years of uncertainty over the fate of the red wolves as the USFWS conducted an assessment of the program. The service

halted red wolf reintroductions into the wild in June 2015.

The red wolf recovery program began in the 1980s to introduce red wolves bred in captivity back into the wild in a five-county area in eastern North Carolina. It has recently encountered problems related to the sustainability of the population, as well as its hybridization with coyotes in the wild.

Landowners also expressed their disapproval of the program, as the protected wolves made their

way on private land and could potentially threaten livestock and residents in wooded areas.

Attila Nemecz, president of Pamlico Albemarle Wildlife Conservationists, said he thinks the decision is a way for officials to end the program quietly without moving them out of the wild all at once.

Nemecz said with only 45 wolves left in the wild, and the population's restriction to only Dare County, there is little chance for the numbers to grow — leaving red wolves to exist

only in captivity.

"This proposed plan will inevitably lead to the extinction of red wolves in the wild, but does so in a way that is politically more convenient for the Fish and Wildlife Service," he said. "The plan lacks any vision and confines the future of red wolves to zoos."

USFWS also proposed a five-year review to take a closer look at the red wolf species and its place under the Endangered Species Act.



Justin Gibbs <justin.gibbs@hydecountryems.co>

Kudos

1 message

Fred Westervelt <fwestervelt31@gmail.com>

Sun, Sep 25, 2016 at 2:05 PM

To: justin.gibbs@hydecountryems.co

Director Gibbs and all EMS...

Please forgive me for such a belated note- time has a way of moving on.

On 24 Jul I became sufficiently ill as to justify EMS attention and medevac via ambulance to OBX Hospital. Your staff was superb (tho' I cannot summon up their names), comforting and professional. The trip was a quick as could be, and at about Rodanthe my abdominal pain began to recede. Even I, a physician, briefly questioned the legitimacy of all this.

In the next 24 hours I was well cared for at OBX, and the conclusion, based on radiographic and blood work with followup was that I had had, and passed (from "jiggling" in the ambulance!) a gall stone leading to transient pancreatic inflammation (lipase 9000 at peak).

All's been well since. Please thank for me the staff involved, and keep up the good work.

Regards,

Frederic B. Westervelt, MD
Howard Street



Justin Gibbs <justin.gibbs@hydecountyems.co>

Thanks

3 messages

Wright, Joe <Joe.Wright@ncdps.gov>
To: "Gibbs, Justin" <justin.gibbs@hydecountync.gov>
Cc: "Curtis, Dianne" <Dianne.Curtis@ncdps.gov>

Tue, Sep 20, 2016 at 6:05 PM

Your fuel reports are very detailed and greatly appreciated. Great job! Your professionalism shows.

Joe G. Wright
Deputy Director
North Carolina
Emergency Management
[336-380-5852](tel:336-380-5852)
Sent from my iPhone

 **winmail.dat**
3K

Curtis, Dianne <Dianne.Curtis@ncdps.gov>
To: Justin Gibbs <justin.gibbs@hydecountyems.co>

Tue, Sep 20, 2016 at 6:06 PM

True!!

V/r
Dianne Curtis
EBO Mgr
[252-361-6527](tel:252-361-6527)
Sent fm iPhone, please pardon brevity

Begin forwarded message:

From: "Wright, Joe" <Joe.Wright@ncdps.gov>
Date: September 20, 2016 at 6:05:50 PM EDT
To: "Gibbs, Justin" <justin.gibbs@hydecountync.gov>
Cc: "Curtis, Dianne" <Dianne.Curtis@ncdps.gov>
Subject: Thanks

[Quoted text hidden]

E-mail correspondence sent to and from this address may be subject to the provisions of G.S. 132-1, the North Carolina Public Records Law, and may be subject to monitoring and disclosed to third parties, including law enforcement personnel, by an authorized state official.

Justin Gibbs <justin.gibbs@hydecountyems.co>
To: "Wright, Joe" <Joe.Wright@ncdps.gov>
Cc: "Gibbs, Justin" <justin.gibbs@hydecountync.gov>, "Curtis, Dianne" <Dianne.Curtis@ncdps.gov>

Tue, Sep 20, 2016 at 7:46 PM

Deputy Director Wright,

Thank you so much for your kind words. I have very good role models in the Eastern Branch Office!

Justin
[Quoted text hidden]

Justin L. Gibbs

Justin L. Gibbs

Emergency Services Director

County of Hyde

PO Box 95

30 Oyster Creek Rd.

Swan Quarter, NC 27885

O: (252)926-4191

T: (252)542-0806

F: (252)926-3709

justin.gibbs@hydecountync.gov

justin.gibbs@hydecountyems.co

www.facebook.com/HCESD



Protegens nostris communitatibus praeparatio ~

Protecting our communities through preparation

HYDE COUNTY news

Airport manager is Hyde County employee of month

By TERESA ADAMS

Hyde County

Public Information Officer

Congratulations to our August employee of the month, Jane Hodges! Hodges is the Permit Technician/Airport Manager. Hodges has been working with Hyde County for 29 years.

As the airport manager, Hodges' responsibilities are keeping flight logs and fuel logs, checking runway lights daily, and regular daily airport activities.

Hodges has been instrumental in the installation of fuel services at the airport. In addition, she works as a liaison between the Hyde County Airport Committee and the Hyde County Board of Commissioners while managing infrastructure improvements and daily operations and maintenance.

As the permit technician, her duties are to help the building inspector. She writes building permits and helps with coastal flood plains management. Over the last year, she has worked on a project with NC Sea Grant to strengthen Hyde County's Community Rating Score that should lead to a reduction in flood insurance pre-

miums for all citizens across the county.

Jane has proven to be an invaluable member of the Hyde County team. She juggles multiple duties while also happily assisting others with their duties whenever possible.